Post Grant Award Process Flow Chart

Step 1

Submit Notice of Grant Award/Proposed Contract to GARD Director for Review

(A completed GARD Conflict of Interest Form Must Accompy Each Grant Award/Proposed Contract)

(Please Allow 7 Business Days For Review)

Step 2

Director Of GARD Will Review Grant Award/Proposed Contract

Step 3

Director of GARD Will Work With Grant Coordinator To Make Any Necessary Edits

Step 4

Once Approved, GARD Director Will Send Notice of GARD Approval to Grant Coordinator

Step 5

Grant Coordinator Will Submit Grant Award/Proposed Contract for Legal Review

Step 6

Grant Coordinator Will Submit Grant Award/Proposed Contract for Chancellor's Signature

Step 7

GARD Will Submit Grant Award/ Contract to Funding Authority or Grant Coordinator Will Provide GARD With Confirmation of Submission

Step 8

A Fully Executed Copy of the Grant Award/Contract Will Be Submitted to GARD and the Grant Accountant

Step 9

Grant Coordinator Is Responsible for Timely Submission of All Required Reports in Accordance With Grant Award/Contract